



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

REQUEST FOR QUOTATION

The **Philippine National Volunteer Service Coordinating Agency (PNVSCA)**, through its **Administrative, Financial and Management Division**, intends to procure **“One year subscription to Microsoft 365 Business Standard (renewal)”** in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). The Approved Budget of the Contract is **₱400,000.00**. Submit your quotation duly signed by your authorized representative **not later than April 19, 2024, 12:00 nn** at G/F Sugar Center Building North Avenue, Diliman, Quezon City. Quotations may also be submitted through email address and contact numbers indicated below.

Quotation must be accompanied with the following documents:

- ✓ copy of your 2024 Business/Mayor's Permit¹
- ✓ PhilGEPS Registration Number
- ✓ A valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) may be submitted in lieu of the Mayor's/Business Permit
- ✓ Omnibus Sworn Statement² (GPPB-prescribed forms)

For any clarification, you may contact us at telephone no. **(02) 3454-8797**, cellphone no. **09215795030** or email address at **tbautista@pnvsca.gov.ph**.


RUDY R. CARLOS
Chief Administrative Officer

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Republic of the Philippines
PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY
G/F Sugar Center Building, North Avenue, Diliman, Quezon City
Tel No. 3454-8797

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is free.

Item	Description	Total Quantity	Approved Budget	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
	One year subscription to Microsoft 365 Business Standard (renewal) - Office Apps ie. Outlook, Onedrive, Word, Excel, Powerpoint, Sharepoint, MS Teams, Exchange, Publisher, Access - 1TB cloud storage - Email and Calendar	50 user/email add	₱400,000.00		

*The above quoted prices are inclusive of all costs and applicable taxes.

SCHEDULE OF REQUIREMENTS

One year subscription to Microsoft 365 Business Standard (renewal)	Before April 28, 2024
---	-----------------------

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Budget ceiling for One year subscription to Microsoft 365 Business Standard (renewal) : Four Hundred Thousand Pesos Only (₱400,000.00)	In words:
	In figures:

Payment Details:

Payment Terms:	Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Cheque facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Republic of the Philippines
PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY
 G/F Sugar Center Building, North Avenue, Diliman, Quezon City
 Tel No. 3454-8797

TERMS AND CONDITIONS:

1. Suppliers shall provide correct and accurate information required in this form.
2. Suppliers must submit quotes for all items, and the award shall be made by lot.
3. Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Price quotation/s must be valid for a period of Sixty (60) calendar days from the date of submission.
5. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable. PNVSCA is a National Government Agency, as such it is mandated to withhold taxes on payments made and issue the corresponding BIR certification (BIR Form 2307).

Computations and rates are as follows:

a. For VAT Registered

	FINAL VAT	EWT	TOTAL
GOODS	5%	1%	6%
SERVICES	5%	2%	7%

b. For NON-VAT Registered

	PERCENTAGE	EWT	TOTAL
GOODS	3%	1%	4%
SERVICES	3%	2%	5%

6. Suppliers with previously submitted eligibility requirements, provided they are current and updated, are no longer required to submit the said documents.
7. PNVSCA reserves the right to accept or reject any bids/quotations, to annul the procurement process, and to reject at any time prior to contract award, without hereby incurring any liability to the affected bidder or bidders and reserves the right to reject bids/quotation that did not meet the specifications and/or submitted beyond the deadline.
8. Payment shall be made promptly, but in no case later than 30 days, through Landbank's LDDAP-ADA/Cheque after submission of billing statement/invoice and upon inspection and acceptance of the goods by the end user.